U.S. Embassy
686 Old Bagamoyo Road
Dar Es Salaam, Tanzania

23 March, 2015.

REQUEST FOR QUOTATION for ***PR4193842 NEC Emergency Generator and Maintenances Contract (BME).***
Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the services shown below in a Scope of work.

Your quotation must be submitted by ***1100 hours local time on Wednesday 15 April, 2015.***

If you send a paper quotation (on which our PR4193842 is clearly stated), it must be in a sealed envelope marked as follow.

GSO-U.S EMBASSY CONTRACTING OFFICER
Quotation Enclosed
PR 4155118 for Service and Maintenances of Building Elevator.
686 Old Bagamoyo Road Msasani,
Dar es salaam, Tanzania.

The electronic address for submission is darprocurementbid@state.gov.

- On the e-mail subject line, state that the submission is for PR ***4193842 NEC Emergency Generator-Service & Maintenance Contract.***
- On your attached quotation, state that the quotation is for ***PR 4193842 NEC Emergency Generator-Service & Maintenance Contract.***

The US Government intends to purchase the lowest priced technically acceptable product or service.

All vendors receiving awards over $25,000 must be registered in the System for Award Management (SAM). When submitting your bids, write your SAM Registration information directly and clearly on your quotation.

We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Registration will make the award process move much more smoothly and quickly. The registration process is not difficult, provided all instructions are followed carefully. Please see our Embassy Contract Opportunities web page for details or call us if you have questions

Any questions regarding this Request for Quotation must be directed to the Contracting Officer +255-22-229-4121 during office hours.

Sincerely,

The Contracting Officer

STATEMENT OF WORK

FOR

SERVICE AND MAINTENANCE CONTRACT

COMPOUND EMERGENCY GENERATORS

I. GENERAL INFORMATION:

The United States Embassy in Dar es Salaam requires professional services and contractor cost proposals to perform preventive maintenance services of the compound emergency generators.

II. PROJECT REQUIREMENTS:

DESCRIPTION OF EQUIPMENT:

- CATERPILLER (CAT) generators Model CAT3508B – quantity 2each
- Serial # CNB00300 and CNB00301
- Rating: 800KW; 1000KVA

III. GENERAL REQUIREMENTS:

1. The Contractor under this SOW will be responsible for labor, tools, consumables and materials required to carry out all preventive maintenance as outlined in this SOW. Embassy staff has service manuals for the generators onsite.

2. This is a firm fixed price contract payable. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The contract price will not be adjusted due to fluctuations in currency exchange rates.

3. The Contractor shall provide trained technicians with the appropriate tools and testing equipment for scheduled maintenance, safety inspection, and safety testing as required by this Contract. The Contractor shall provide all of the necessary materials and supplies to maintain, service, inspect and test all the systems to be maintained.

4. Frequency of generator PM Service Visits: Every 250Hrs of operation, or once every six months, whichever occurs first in a period of 12 months. Total of 2 preventive maintenance in 12 months. The period of performance is as of the date of the issue of Purchase Order with Contracting Officer's signature.

5. Provide detailed pricing indicating labor cost plus expendable and common parts for required normal maintenance to include but not limited to: hoses, belts, oil, chemicals, coolant, filters

Air, Fuel, Oil), grease, sealant, thermostat, fuses. The pricing also to include where applicable air fare, hotel accommodation & meals, travelling time and travelling expenses

6. .Payment terms are for services rendered and not in advance.

7. The Contractor shall submit an invoice after each preventive maintenance service has been performed. Invoices must be accompanied by a signed copy of the Maintenance Checklist for the work performed including parts replacement and break down calls, if any. No invoice for preventive maintenance services will be considered for payment unless accompanied by the relevant documentation.

8. All works will be performed during regular working hours unless otherwise specified or requested. Embassy Working hours: - Monday to Thursday – 07.30hrs to 17.00hrs & Friday – 07.30hrs to 11.30hrs.

IV. SCOPE OF WORK – GENERATOR PREVENTIVE MAINTENANCE

Contractor shall provide all materials, supervision, labor, tools and equipment to perform preventive maintenance. All personnel working in the vicinity shall wear and use safety protection while all work is performed. Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (POSHO). Material Safety Data Sheets (MSDS) shall be provided by the Contractor for all HAZMAT materials. Copies will be provided to the COR for approval.

If any discrepancies are found with the generator systems that are not covered under this scope of work, the contractor must provide the following:

1. Detailed report noting the discrepancy found.

2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.

3. Price quote for repair labor

At a minimum, the following work shall be done:

Notes: • This is a basic generic list. Manufacturers recommendations should be followed and supersede recommendations in this list.

- Before each consecutive interval is performed, all maintenance from the previous intervals must be performed.

Schedule of Works-

1. Conduct visual inspection around generator.
    - Check for evidence of leaks, damage, loose or missing hardware.
    - Inspect engine and generator wiring harness for wear and damages.
    - Inspect supports and spring isolators for soundness and stability.
    - Inspect unit for corrosion.
    - Hoses and Clamps - Inspect/Replace if needed.
    - Belts - Inspect/Adjust/Replace if needed.
    - Inspect all fuel, oil, and water piping for secure mounting.
    - Inspect exhaust piping and muffler insulation.
2. Batteries.
    - Battery charger – Inspect operation and clean.
    - Battery electrolyte level and specific gravity – Check and adjust. Add distilled water as needed.
    - Perform battery load test.
    - Clean battery terminals and lugs (apply grease on terminal connections).
3. Fluids and Filters.
    - Cooling System Coolant Level - Check and adjust.
    - Coolant conditioner (DCA/SCA) – Check and adjust to specs.
    - Jacket Water Heater - Check proper operation.
    - Engine Oil Level - Check and add if needed.
    - Fuel/water separators – Drain water.
    - Engine Air Cleaner Service Indicator – Check, clean filter if needed.
4. Generator Room.

- Fuel tanks – Inspect and treat fuel if needed, check fuel level, drain water and sediment.
- Automatic fuel system -Check operation and control panel.
- Space Heater/Room exhaust fan - Check for proper operation.
- Air intake/exhaust – Ensure nothing obstructs airflow; louvers are free and operate properly.
- Exhaust condensate trap – drain condensate.

5. Control Panel.
   - Electrical Connections - Check tightness
   - Clean and remove dust from panel.
6. Engine Air Cleaner Elements – Replace.
7. Engine Crankcase Breather – Clean.
8. Engine Oil Sample - Obtain and perform analysis. Submit report to COR.
9. Engine Oil and Filter – Replace.
10. Fuel Filters and Water Separators – Replace.
11. Obtain fuel sample at day tank and storage tank for analysis.
12. Radiator – Clean (pressure wash).
13. Intake louvers and ducts – Inspect/Clean (pressure wash).
14. Fan Drive Bearing – Lubricate.
15. Magnetic Pickups - Clean/Inspect.
16. Cooling System Coolant Sample - Obtain
17. Cooling System Supplemental Coolant Additive (SCA) - Test/Add

Start unit and run under load for 1 hour.

Note: Unit should be run under facility load if permissible. If not, unit should be run with a minimum 80% load with load bank.

- Check the generator for unusual conditions, such as: excessive vibration, leaks, excessive smoke.
- Verify all gauges and indicators are normal and functioning properly.
- Check all indication lights, replace any defective bulbs
- Automatic Start/Stop – Inspect.

- Check automatic open and close shutter-stats and thematic fans.
- Generator Set Vibration – Inspect.
- Read and record all gauges/meters.
- Record load readings – Voltage, amps, frequency, power factor.
- Check exhaust for excessive black or white smoke.
- Check turbocharger for vibrations or any abnormal noise during operation.
- Check generator bearing for noise and overheating.
- Check exhaust manifold, muffler, and piping for leaks and secure mountings.

Annotate date, hours and maintenance in Generator log, fill out maintenance checklist and report deficiencies to COR.

Perform any additional maintenance tasks as recommended in the manufacture's operation and maintenance manuals.

Submit Service Inspection and Test Report to COR.

END OF STATEMENT OF WORK